



POSTAL REGULATORY COMMISSION
JOB VACANCY NOTICE
VACANCY NUMBER: PRC 05-16
OPEN: FEBRUARY 4, 2016
CLOSE: FEBRUARY 9, 2016

POSITION TITLE: FINANCIAL MANAGER/COMPTROLLER
GRADE: PRC-7
SALARY RANGE: \$114,341 - \$160,662
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF SECRETARY AND ADMINISTRATION
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001

SECURITY
CLEARANCE: PUBLIC TRUST BACKGROUND INVESTIGATION
INFORMATION: ONE POSITION MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT
WHO MAY BE
CONSIDERED: OPEN TO CURRENT GOVERNMENT EMPLOYEES

INTRODUCTION

The Postal Regulatory Commission currently has an exciting employment opportunity for a motivated financial manager.

OVERVIEW

The Postal Regulatory Commission is an independent establishment of the executive branch of the Federal government. As a small agency, we provide the opportunity to work in a professional and collegial environment with talented and committed staff and to directly contribute to the agency's mission.

OFFICE OF SECRETARY AND ADMINISTRATION

The Commission's Office of the Secretary and Administration (OSA) provides management and staff support to the Commission's operational offices (including the Office of Inspector General), and is responsible for the Commission's strategic plan and various initiatives of the Executive Branch. OSA ensures that the Commission has the physical, financial, technology and human capital infrastructure needed to accomplish its mission. The effort led by OSA provides financial management, records management, administrative and organizational support, planning and human capital resources for the Commission. The Commission's administrative staff identifies and proposes process improvements, implements strategic plans, and provides support to ensure the success of the Commission's mission, reduce repetitiveness and increase cooperation among the Commission's operational offices. In addition, OSA provides information technology services to the Commission.



MAJOR DUTIES AND RESPONSIBILITIES

The incumbent is responsible for providing support to the Commission and is a member of The Office of the Secretary and Administration. The incumbent prepares, submits and executes a formal annual budget for the Commission and manages the Commission's budget and finances throughout the year. On a frequent basis the incumbent will interact with the US Postal Service and the Office of Management and Budget and will interact on a less frequent basis with the Office of Personnel Management, the Equal Employment Opportunity Commission, the Department of Homeland Security, Consultants, and Vendors.

As the Financial Manager/Comptroller in the Office of the Secretary and Administration, the incumbent provides comprehensive financial management to the Office of the Secretary and Administration and the Commission as a whole, and specifically:

- Directs the formulation, defense and execution of the agency budget including the necessary management actions required to properly formulate, execute and account for single and multi-year appropriations
- Ensures controls are in place to successfully execute agency auditability. This includes close scrutiny of business and financial information, information management systems traceable audit trails, complete and reconciled transactions and the development of sustainable audit practices by implementing long-term measures and controls
- Directs and prepares all agency financial policies and directives
- Establishes financial controls and monitors execution of all financial transactions
- Administers the Government purchase card program and monitors the use of purchase cards, resolving problems related to delinquent, improper or overdue payments
- Assigns and reviews the work of staff to ensure timely performance, soundness, and value. Monitors the progress of work, including adherence to policies, methods and procedures, and prioritization of work
- Administers all Commission contracting, to include the development of contract vehicles and the monitoring of contract execution, audit and close-out
- Assesses future financial requirements based on agency vision and the agency Strategic Plan
- Provides analysis of financial data and identifies departmental deficiencies and weaknesses, and evaluates and prioritizes opportunities for improvement
- Performs a wide range of analytical tasks, coordination of functions and activities, and develops and submits reports as required

QUALIFICATIONS AND EVALUATION

You will be evaluated and ranked by a screening panel based on evidence of your ability to successfully perform the duties of the position. The best qualified applicants will be referred to the hiring manager for further consideration and possible interviews. After making a tentative job offer, we will conduct a suitability/security background investigation. We expect to make a final job offer within 40 days after the deadline for applications. You will be notified of the outcome.



To be eligible for consideration, candidates must have experience that has equipped them with the ability, skill and knowledge to successfully perform the duties of this position. Applicants must meet the mandatory qualifications described below.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

MANDATORY QUALIFICATIONS:

1. Ability to effectively develop and communicate complex budgetary concepts, both orally and in writing
2. Possesses expert knowledge of government financial laws, regulations, principles and practices of federal agencies.
3. Ability to effectively supervise a financial operations team
4. Ability to organize time and tasks to successfully complete activities
5. Ability to collaborate with others in a team
6. Financial auditing skills and demonstrated audit experience
7. Problem solving, critical thinking/analytical, and investigative/research skills

EDUCATION AND WORK EXPERIENCE

- A bachelor's degree or higher in Finance
- 10 years' experience in the government finance field
- Minimum of 2 years federal supervisory experience in the field of financial management

BENEFITS

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.opm.gov/healthcare-insurance/healthcare/>

Life insurance coverage is provided. More info: <http://www.opm.gov/healthcare-insurance/life-insurance/>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.ltcfeds.com/>

New employees are automatically covered by the **Federal Employees Retirement System** (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.opm.gov/retirement-services/>

You will earn annual **vacation leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>

You will earn **sick leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/>



You will be paid for **federal holidays** that fall within your regularly scheduled tour of duty. More info: <https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=2016>

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information on how this program is run.

You may participate in the **Flexible Spending Account (FSA)** program for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans.

CONDITIONS OF EMPLOYMENT

- Relocation expenses are not authorized.
- You will be required to serve a probationary period of 1 year.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- You must be a **U.S. citizen or national** to be eligible for this position.
- To ensure the accomplishment of our mission, the Postal Regulatory Commission requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully pass a background investigation as a condition of placement into this position.
- If you are a male born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.

REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact Sherri Proctor at 202-789-6869. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

EEO POLICY STATEMENT

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

LEGAL AND REGULATORY GUIDANCE

Social Security Number—Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number when requested will result in your application not being processed.

Privacy Act—Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature—Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements—If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.



Selective Service—If you are a male applicant born after December 31, 1959, on request you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

WHAT TO EXPECT NEXT

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.

HOW TO APPLY

In order for your application to be considered complete, the following documents must be submitted:

1. Cover Letter (no more than two pages)
2. Resume showing relevant experience; *(If you are claiming veterans' preference, you must indicate the type of veterans' preference you are claiming on your resume)*
3. Five-year salary history
4. A minimum of three references (at least one professional)
5. Five point veterans must submit a DD214
6. Ten point veterans **must** submit the following:
 - a. A copy of your DD214
 - b. Application for 10-point Veteran's preference, SF-15 http://www.opm.gov/forms/pdf_fill/sf15.pdf
 - c. A copy of the official letter from VA, dated 1991 or later, certifying the service-connected disability and indicating the percentage of disability
 - d. If you're currently serving on Active Duty: submit a statement of service from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, type of discharge, character of service, and the date you will be separated or be on approved terminal leave. If you supply a statement of service at this stage, your preference/eligibility will be verified by a DD214 (Member 4 Copy) upon separation from the military.

To gain access to your DD214 online, please visit: <http://www.archives.gov/veterans/military-service-records/>

Additionally, applicants are strongly encouraged to submit:

1. Optional Form 3046-0466, Demographic Information on Applicants (voluntary)
http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf

SUBMIT APPLICATION MATERIALS TO:

The complete application will be accepted via email only, the email address is: prc0516@prc.gov

Application packages will NOT be accepted via mail or fax.

All applications must be received by 11:59 pm on February 9, 2016.

For More Information

You can obtain forms and additional information by contacting Sherri Proctor at 202-789-6869.